# 

# Application for Academic-Rank Promotion/Transfer

# from Choose rank to Choose rank

1. Personal Information

**Name**: enter your full name

**School**: enter your school name

**Department**: enter your department name

**Major**: enter your Major

**Specialty**: enter your specialty

**Date of Appointment**: dd/mm/yyyy

**Date of Last Promotion**: dd/mm/yyyy

|  |  |  |
| --- | --- | --- |
| **Rank**: | [\_] | Assistant Professor |
|  | [\_] | Associate Professor |

1. Academic Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Major** | **Date** | **Institution/Country** |
| degree | major | date | institution/country |
| degree | major | date | institution/country |
| degree | major | date | institution/country |

|  |  |  |
| --- | --- | --- |
| **Title of M.Sc. Thesis:** |  | |
| Thesis title | | |
| **Title of Ph.D. Dissertation:** | |  |
| Dissertation title | | |

1. Experience
2. List academic ranks awarded:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rank** | **Date Awarded** | **Awarding Institution** | **Country** | **Duration in Rank** |
| rank | dd/mm/yyyy | institution | country | duration |
| rank | dd/mm/yyyy | institution | country | duration |
| rank | dd/mm/yyyy | institution | country | duration |

1. List industrial experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **Employer** | **Country** | **Dates** | |
| **From** | **To** |
| title | employer | country | dd/mm/yyyy | dd/mm/yyyy |
| title | employer | country | dd/mm/yyyy | dd/mm/yyyy |
| title | employer | country | dd/mm/yyyy | dd/mm/yyyy |

1. List awards, honors, and fellowships awarded:

|  |  |  |
| --- | --- | --- |
| **Title** | **Awarding Institution/Agency** | **Date** |
| title | institution/agency name | dd/mm/yyyy |
| title | institution/agency name | dd/mm/yyyy |
| title | institution/agency name | dd/mm/yyyy |

1. Leaves

List all leaves while in current rank:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Leave** | **Dates** | | **Place/Institution** |
| **From** | **To** |
| leave | dd/mm/yyyy | dd/mm/yyyy | place/institution |
| leave | dd/mm/yyyy | dd/mm/yyyy | place/institution |
| leave | dd/mm/yyyy | dd/mm/yyyy | place/institution |

1. Teaching
2. List all courses taught while in current rank:

|  |  |
| --- | --- |
| **Course No.** | **Course Title** |
| course no. | course title |
| course no. | course title |
| course no. | course title |

1. Substantial student projects supervised and/or co-supervised:

|  |  |  |
| --- | --- | --- |
| **Project Title** | **Funding Agency** | **Awards** |
| project title | funding agency | award |
| project title | funding agency | award |
| project title | funding agency | award |

1. Masters theses and Ph.D. dissertations supervised or co-supervised:

|  |  |  |  |
| --- | --- | --- | --- |
| **Thesis/Dissertation Title** | **Student Name** | **Degree** | **Date** |
| title | student name | degree | mm/yyyy |
| title | student name | degree | mm/yyyy |
| title | student name | degree | mm/yyyy |

1. Research
2. List journal papers published/accepted for publication while in current rank:

|  |  |  |  |
| --- | --- | --- | --- |
| **Paper Title** | **Authors** | **Journal** | **Citation** (vol., pp.) |
| title | name(s) | journal | citation |
| title | name(s) | journal | citation |
| title | name(s) | journal | citation |

1. List conference papers published while in current rank:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper Title** | **Authors** | **Conference** | **Place** | **Date** | **Citation** (vol., pp.) |
| title | name(s) | conference | place | mm/yyyy | citation |
| title | name(s) | conference | place | mm/yyyy | citation |
| title | name(s) | conference | place | mm/yyyy | citation |

1. List other publications (books, book chapters, reports, design projects, etc) while in current rank:

|  |  |  |  |
| --- | --- | --- | --- |
| **Publication Title** | **Authors** | **Publisher** | **Citation** (vol., pp.) |
| title | name(s) | publisher | citation |
| title | name(s) | publisher | citation |
| title | name(s) | publisher | citation |

1. List patents while in current rank:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Patent Title** | **Patent No.** | **Authors** | **Country** | **Date** |
| title | no. | name(s) | country | dd/mm/yyyy |
| title | no. | name(s) | country | dd/mm/yyyy |
| title | no. | name(s) | country | dd/mm/yyyy |

1. List grants and funded research projects while in current rank:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Title** | **Funding Agency** | **Amount of Fund** | **Dates** | |
| **From** | **To** |
| title | agency | amount | dd/mm/yyyy | dd/mm/yyyy |
| title | agency | amount | dd/mm/yyyy | dd/mm/yyyy |
| title | agency | amount | dd/mm/yyyy | dd/mm/yyyy |

1. Administrative Service at GJU
2. List administrative positions hold at GJU while in rank:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | **Major Achievements** | **Dates** | |
| **From** | **To** |
| position | achievement | dd/mm/yyyy | dd/mm/yyyy |
| position | achievement | dd/mm/yyyy | dd/mm/yyyy |
| position | achievement | dd/mm/yyyy | dd/mm/yyyy |

1. List committees served while in current rank (ie. department, school, university, conference committees, etc):

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee** | **Duties** | **Dates** | |
| **From** | **To** |
| committee | duties | dd/mm/yyyy | dd/mm/yyyy |
| committee | duties | dd/mm/yyyy | dd/mm/yyyy |
| committee | duties | dd/mm/yyyy | dd/mm/yyyy |

1. Community Service
2. Provide information on non-academic activities performed at **GJU** while in rank (industry relations and links, clubs, training courses, etc):

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **School** | **Dates** | |
| **From** | **To** |
| activity | school | dd/mm/yyyy | dd/mm/yyyy |
| activity | school | dd/mm/yyyy | dd/mm/yyyy |
| activity | school | dd/mm/yyyy | dd/mm/yyyy |

1. Provide information on activities directed to the **Jordanian community** performed while in rank (training courses, membership of editorial boards, etc):

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **|Served Party** | **Dates** | |
| **From** | **To** |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |

1. Provide information on activities directed to the **International community** performed while in rank (industry relationships, training courses, membership of editorial boards, reviewer of periodical, etc):

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **|Served Party** | **Dates** | |
| **From** | **To** |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |

1. Other activities not listed above:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **|Served Party** | **Dates** | |
| **From** | **To** |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |
| activity | name | dd/mm/yyyy | dd/mm/yyyy |

1. Articles Submitted for Promotion
2. List journal papers published/accepted for publication to be considered for this promotion application:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Paper Title** | **Authors** | **Journal** | **Citation** (vol., pp.) | **International/Regional/**  **National** | **Refereed** |
| title | name(s) | journal | citation | select | select |
| title | name(s) | journal | citation | select | select |
| title | name(s) | journal | citation | select | select |
| title | name(s) | journal | citation | select | select |
| title | name(s) | journal | citation | select | select |
| title | name(s) | journal | citation | select | select |
| title | name(s) | journal | citation | select | select |

1. List conference papers published to be considered for this promotion application:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Paper Title** | **Authors** | **Conference** | **Place** | **Citation** (vol., pp.) | **International/Regional/**  **National** | **Refereed** |
| title | name(s) | journal | place | citation | select | select |
| title | name(s) | journal | place | citation | select | select |
| title | name(s) | journal | place | citation | select | select |

1. List other publications (books, book chapters, reports, etc) to be considered for this promotion application:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Publication Title** | **Authors** | **Publisher** | **Citation** (vol., pp.) | **International/Regional/**  **National** | **Reviewed** |
| title | name(s) | publisher | citation | select | select |
| title | name(s) | publisher | citation | select | select |
| title | name(s) | publisher | citation | select | select |

Note: Publications listed in C must be pre-approved by the Deanship of Academic Research.

1. List patents to be considered for this promotion application:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Patent Title** | **Patent No.** | **Authors** | **Country** | **Date** |
| title | No. | name(s) | country | dd/mm/yyyy |
| title | No. | name(s) | country | dd/mm/yyyy |
| title | No. | name(s) | country | dd/mm/yyyy |

1. List All Publications Submitted for Previous Promotion (if applicable)

*Note: Please use Journal Reference Style.*

1. Other Comments

Please provide any other comments to be considered by the application reviewing committee.

*I*, enter your full name, *hereby certify that the information in this application is true to the best of my knowledge*.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: | date |